

Policies and Procedures

Chapter S1 – College Administration

1 **S1.1 College Policies and Procedures**

2 Responsible Administrator: President

3 **Purpose**

4 The purpose of this policy is to establish a standardized set of parameters and processes for creating,
5 revising, or repealing College policies and procedures.

6 **Definitions**

7 *Policies* are statements of principle or sets of parameters that guide decision-making

8 *Procedures* are a series of actions for implementing policy

9 *Governing entities* are those organizations or agencies, such as governments or accrediting bodies, that
10 may impose requirements on the College

11 **Responsibility**

12 All College policies and procedures will be created, revised, and repealed according to a standardized
13 process. The President's Office will establish and maintain: (a) a procedure to implement this policy, (b)
14 a standard format for all policies and procedures, (c) forms and templates necessary to support the
15 procedure, and (d) a calendar of policy and procedure reviews.

16 **Creating, Revising, or Repealing Policies or Procedures**

17 Any employee or group of employees may initiate the creation, revision, or repeal of any policy or
18 procedure irrespective of the review calendar. Students may work with employees of the College to do
19 the same.

20 The procedure implementing this policy will include provisions to ensure:

- 21 ▪ broad and transparent engagement of employees, students, and members of the
22 community as appropriate,
- 23 ▪ the application of an equity lens to policy development and implementation, and
- 24 ▪ the alignment of College policy and procedure with the requirements of governing
25 entities

26 **Regular Review**

27 All policies and procedures will be reviewed every five years.

28 **Policy and Procedure Committee**

29 A Policy and Procedure Committee will be established to support the creation, revision, and repeal of all
30 policies and procedures. The Committee will be chaired by an administrator and, at a minimum, will
31 include one representative from each employee bargaining unit and a student representative. The
32 purpose of the committee is to ensure broad engagement by members' participation and their
33 communication with the constituent groups they represent.

34

35 College President: *Annex Chub*

Date: 12/10/2021

36 Date of Adoption: 5/11/2007

37 Date of Implementation: 5/11/2007

38 Date repealed or replaced: 12/10/2021

39 **S1.1.1 College Policies and Procedures Process**

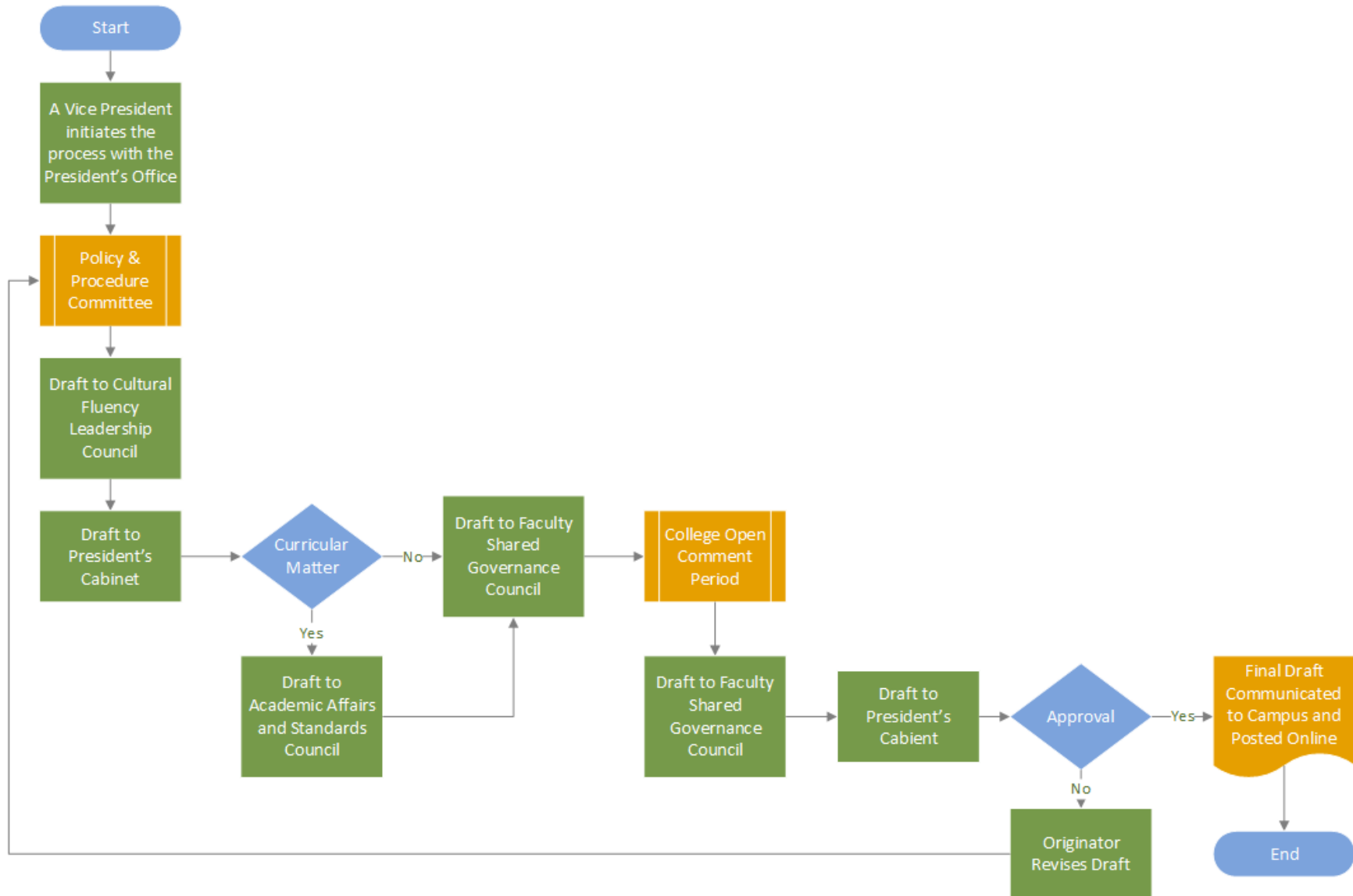
40 **Creating or Revising Policies or Procedures**

41 Any employee may propose the creation or revision of a policy or procedure by taking the following
42 steps. Throughout the process, the proposal team will consider input from stakeholders will be
43 considered and drafts revised as appropriate.

- 44 1) Employees (originators) should begin by working with a supervisor and/or Vice President to
45 discuss proposals to create, revise, or repeal policies or procedures. If the changes require the
46 creation, revision, or repeal of a policy or procedure, the Vice President will notify the
47 President's Office, which will provide the current cover sheet and template to the Vice
48 President. Students who wish to initiate a proposal may work with any employee.
- 49 2) A proposal team comprised of the originator(s), responsible Vice President, and Policy and
50 Procedure Committee will (a) identify other stakeholders who should be included on the
51 proposal team and (b) notify the campus community that a proposal for the creation, revision,
52 or repeal of a policy is being considered and identify the individuals working on the proposal.
53 Members of the campus community may request to provide input to or be consulted by a
54 member of the proposal team.
- 55 3) A draft will be submitted for reaction or comment to the Cultural Fluency Leadership Council.
- 56 4) A draft will be submitted for reaction or comment to the President's Cabinet.
- 57 5) A draft of any policy or procedure that covers curricular matters will be submitted for reaction
58 or comment to the Academic Affairs and Standards Council.
- 59 6) A draft will be submitted for reaction or comment to the Faculty Shared Governance Council
60 (FSGC).
- 61 7) A draft will be posted for reaction or comment by all college employees and students.
- 62 8) A draft will be submitted for reaction or comment to the FSGC.
- 63 9) A draft will be submitted for a reaction or comment to the President's Cabinet.
- 64 10) The President will consider the draft and will make a final determination of approval.
- 65 11) A final draft will be shared with the College community and posted to the website.

66 The President may choose to withhold approval pending substantive revisions that take place after the
67 second reaction of FSGC (step 8 above). In such cases, the originator will draft revisions and the process
68 will begin again at step 2.

69 The process is outlined as follows



70 **Expedited Reviews**

71 In some circumstances, policies or procedures must be created or modified to meet the requirements of
72 a governing entity. There are times when these requirements must be met on a timeline that is shorter
73 than the standard review process allows. In these cases, the President and the local MSCF President may
74 agree to initiate an expedited review process. The President will draft a memorandum documenting the
75 rationale for the expedited review, the stakeholders engaged thus far, and an effective date for the
76 policy and procedure. The President will distribute the memorandum and a copy of the policy and
77 procedure to the campus community. Policies and procedures created, revised, or repealed under the
78 expedited process will subsequently go through the normal review process to ensure that the College
79 meets the spirit of transparency, broad engagement, and thoughtful implementation.

80 **Administrative and Technical Changes**

81 The following changes are administrative or technical in nature, do not alter the substance of a policy or
82 procedure, and are not subject to a full review.

- 83 ▪ Chapter, policy, or procedure numbering
- 84 ▪ Spelling changes
- 85 ▪ Assignment of a responsible administrator
- 86 ▪ Updating positions named by title to reflect changes in working titles

87 Administrative and technical changes will be logged on the College’s website in the same location
88 policies and procedures are posted and communicated to the College community.


89 Changes beyond those described here must follow the full process outlined above.

90 **Publication and Change Logging**

91 The following will be posted in the same location on the College’s website:

- 92 ▪ All final policies and procedures
- 93 ▪ A change log documenting changes to policies and procedures
- 94 ▪ A list of policies and procedures under review
- 95 ▪ A list of policies and procedures posted for open comment with instructions for participating

96

97 *College President: *

Date: 12/10/2021

98 *Date of Adoption: 5/11/2007*

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